



# HOME ADDRESS UPDATE FORM



Employees with KHRIS Employee Self-Service (ESS) access should maintain their home address through ESS under Personal Information. ESS tutorials, including that for address updates, can be found on the Personnel Cabinet's website under [Resources/Training and Development/Employees/KHRIS-ESS](#).

Those employees without ESS and/or computer access may utilize this form for the same purpose. Completed forms should be provided to the employee's agency HR office for processing.

Employee Name:					PERNR or Employee ID:		
Agency:							
<b>CURRENT Address</b>							
Address Line 1							
Address Line 2 (Apt #)							
City		State		Zip Code			
County							
<b>NEW Address</b>				To Begin Use/Effective:			
Address Line 1							
Address Line 2 (Apt #)							
City		State		Zip Code			
County							

By signing below, I'm requesting that my agency HR office process the above updates to my personal information. I understand that it is important to keep this information accurate for many purposes, to include: tax administration, mailing of W-2 statements, and other personal correspondence.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Request Submission

**For Agency HR Office Use:**

Update completed on: \_\_\_\_\_  
By: \_\_\_\_\_

☐ I have ensured that any necessary tax changes, resulting from the change of home address, have been completed.